Bartholomew County Public Library

Policy for Computer and Internet Use

Public computers are available for all library users.
1. The computers in the Reference area of the Main Library may be used by anyone over age 7. Patrons under age 8 may only use these computers in the presence of a parent or adult guardian.
2. The computers in the Children's department are for children only; anyone over the age of twelve will be asked to move to a computer in the Teen or Adult area.
3. Teens are encouraged to use the computers in the Teen area at the Main Library. Those computers are reserved for teens in grades 7-12; anyone outside that range will be asked to move to another computer.
4. Computers are available for all adults, teens, and children at Hope Branch Library.
5. Parents and guardians are encouraged to be present when their children are using computers.

B. Users are required to sign in before using computers.
1. A user may sign in to our computers using either a library card or a guest pass, which may be obtained from library staff.
2. Reservations are made on a first come/first served basis. Users can make a same-day reservation for an upcoming hour in person.
3. Reservation for computer time cannot be made by telephone.

C. Library staff use their discretion in setting time limits on Internet use. Normal limits are:
1. A 60-minute session is allowed on all computers.
2. An automatic 30-minute extension may be granted if no one else is waiting.
3. A user is allowed 2 sessions per day.
4. Limits can be extended if no one else is waiting to use the computer.

D. Users agree to the following rules of searching:
1. Copyrighted material may be downloaded and printed only for legal purposes subject to copyright laws but not for resale or other distribution. Any responsibility for copyright infringement lies solely with the library user.
2. The user cannot receive or transmit material in violation of federal, state, or local laws or regulations. Other prohibitions include, but are not limited to:
    a. profanity
    b. sexually explicit material
    c. expressions of bigotry, racism, and violence
    d. gambling
    e. information on the manufacture of drugs, weapons, bombs.

E. Access to the internet is controlled by a filtering system that disallows access to sites described in D.2 of this policy.
1. Access to materials that are designated "harmful to minors" by any law or regulation affecting the library will be disallowed by the filter system.
2. Access by users including minors to email is available only if the user maintains an e-mail account hosted by an Internet Service Provider or a web-based email site. For safety and security, parents are asked to be aware of email accounts obtained by their children.
3. The library has taken reasonable precautions to obtain a workable and equitable filter system. The library cannot be held at fault or held responsible or liable for any failure of the filtering software.

F. The library provides wireless access to the Internet for users who bring their own computers and Internet-accessible devices to the library.
1. Wireless users must adhere to the "Policy for Internet Use".
2. Wireless user content will be affected by the library's filter system.
3. Wireless users should use caution when using any wireless network for transmitting sensitive information. The library cannot be held at fault or held responsible for any information that is compromised or stolen when using our wireless network.

G. The library provides printing capability.
1. The library sets the cost per page for copies.
2. Payment for copies must be made before print outs are produced.

H. The library, via the Friends of the Bartholomew County Public Library, can sell media devices and other peripherals to users. The cost of items is set by the library.

I. The library is not responsible for any user's peripheral hardware or software that is left in a computer or anywhere at the library.

J. The library uses software on our public computers that automatically restarts the computer and erases the internet history, downloads and other evidence of use computer use.
1. Computer users should still use caution when logging in to personal websites or conducting business of a sensitive nature such as banking. The Library cannot be held at fault or held responsible for any information that is compromised or stolen while using our public computers.
2. Computer users should still take precautions such as logging out of email and other sites to prevent other users from gaining access to their information.

K. The library is not responsible for computer malfunctions, printer problems, Internet site downtime, or delays in transmission from a remote site.

L. The library does not verify information obtained through the Internet and is not responsible for any inaccuracy.

M The library retains the right to deny Internet access to any person who disregards this use policy.

N. In the case of a violation of this policy, library staff will respond in the following way:
1. Library staff will give the patron a verbal warning to cease the behavior that is in violation of policy.
2. If the problematic behavior does not stop after the verbal warning, the patron will be asked to leave for the remainder of the day.
3. For repeated violations of this policy, the patron will be suspended from library use.